

## SUBMISSION OF HOUSE PLANS FOR APPROVAL

The Deed Restrictions for Seven Hills Ranch allow thirty (30) days for the review of house plans submitted to the Architectural Control Committee (ACC). In most cases, the review period and approval letter does not take that long provided the Lot Owner/Contractor submits a complete package. An incomplete package will be considered disapproved and the 30 day processing time will not begin until all elements are submitted. To avoid any unnecessary delays, it is important that the submittal package include the following:

1. Name, address, and phone number of the lot owner.
2. Address to include lot number for construction site.
3. Identity of the individual or company selected to perform the construction and projected start and completion dates.
4. A complete set of house plans consisting of the following:
  - a. **Site Plan** showing house location including set-back from property line: drive way including width, material, and transition to the street; and septic tank and spray field location. Set-backs must comply with 7H Ranch covenants.
  - b. **Floor Plans** declaring interior square footage that is air conditioned and heated. Garage must be side or rear entry and capable of accommodating two (2) full-size automobiles. If the house is two (2) stories, no more than forty (40) percent of the square footage of the house can be upstairs.
  - c. **Elevation Plans** showing front, rear, and side elevations. Declare siding material and percentage of masonry. A minimum of eighty (80) percent masonry is required. Masonry includes brick, stone, and stucco. "Hardy board/Hardy plank" or other concrete based siding *is not considered masonry*. Indicate roofing materials and colors. If conventional shingles are used, they must be dimensional in design with a minimum of twenty-five (25) year warranty. If the house has a fireplace, the chimney must be one hundred (100) percent masonry.
5. Septic System On-Site Sewage Facilities (OSSF) permit/plan must be approved by the Comal County Engineer's Office prior to house plan approval by the ACC.
6. Provide color sample for exterior soffit, fascia, trim, siding, and garage doors.
7. A letter from the builder stating that they will install a "Port-a-Potty" prior to construction; a dumpster on-site prior to framing; and installation of road base material at the entry to the construction site to minimize roadway mud.
8. Provide a Certificate of Insurance for builder indemnifying the 7 Hills Ranch POA
9. Signed copy of the 7 Hills Ranch Property Owners Association Construction Guidelines
10. A Two-Thousand Five Hundred (\$2,500) Dollar check (which includes a non refundable plan review fee of \$500) must accompany the plans and other documentation prior to the initiation of review of the plans by the ACC. Check should be made payable to 7 Hills Ranch POA. The POA will retain the \$500 plan review fee and hold the remaining \$2,000 as a security deposit. At the end of construction, the POA *will deduct \$300.00* from the \$2,000 construction security deposit to assist with street sweeping during construction.
11. Construction must commence within sixty (60) days of plan approval (or plans must be resubmitted for approval), and construction must be completed within six (6) months.

**All of the above can be found in the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE SEVEN HILLS RANCH AND FOR THE 7H RANCH PROPERTY OWNERS ASSOCIATION.**